

DHH OFFICE OF PUBLIC HEALTH VITAL RECORDS REGISTRY

ORLEANS PARISH MARRIAGE LICENSE OFFICE

Informational Packet 17

The New Orleans Marriage Office is open Monday-Saturday 8:15 a.m. - 4:00 p.m. except state holidays, for purchase of Orleans Parish Marriage Licenses and birth cards. The full service Louisiana Issuance office is not open on Saturdays for the purchase of any other documents.

This packet includes the following:

1. This Page – Orleans Parish Marriage License Information
2. Summary of Requirements for Obtaining a Louisiana Marriage License
3. License Application Fax Ahead Form
4. Application for Orleans Parish Marriage License
5. Statement of No Social Security Number (Must be completed by applicants who have not been assigned a U.S. Social Security number.
6. Marriage Officiant Registration Affidavit Form
7. Declaration of Intent – Covenant Marriage** (VRR 050-7/97)
8. Covenant Marriage – Affidavit and Attestation (VRR 051-8/04)
9. Declaration of Intent – Covenant Marriage, For Married Couples (VRR 050A-10/99)
10. Covenant Marriage – Affidavit and Attestation. For Married Couples (VRR 51A – 8/04)

The law governing the issuance of Louisiana Marriage Licenses is found in the Louisiana Revised Statutes (LSA – R.S. 9:201 et seq.). It tells you who may marry, who may officiate at a ceremony, the requirements for obtaining a Marriage License, and other information and instructions related to marriage in general. A marriage license from any Louisiana parish may be used in the same parish or any other Louisiana parish to get married. Your officiant must file your completed marriage certificate in the parish where the license was obtained, and you must obtain certified copies of your marriage certificate from that parish.

In Orleans Parish, licenses are issued at the New Orleans State Office Building, Room 101, 325 Loyola Avenue (See Driving Instructions for Vital Records Registry Offices), and at the First City Court, Section D., 225 Morgan Street in Algiers.

Marriage Licenses are also issued by the Office of the Clerk of Court in each parish. If you would like to obtain a Marriage License in a parish other than Orleans, you need to contact the Office of the Clerk of Court in that parish. Please note that the marriage will be recorded in the parish where the marriage license was purchased. The Marriage License fees vary from parish to parish. You may access the Louisiana Clerk of Court directory at their web site <http://www.lafayetteparishclerk.com/district.html>

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

ORLEANS PARISH, NEW ORLEANS, LOUISIANA

The Orleans Parish Marriage License Office is located in the Louisiana State Office Building, 325 Loyola Avenue, Room 101. Licenses are issued between 8:15 a.m. and 4:00 p.m., MONDAY through SATURDAY. The licenses are valid in any parish in the State of Louisiana .

Application for a marriage license may be made by the bride or groom in Louisiana, as only one of the parties must be present if you have all your documents. Applicants must present the following:

- 1) A current driver's license, photo ID or their equivalent.
A list of other acceptable identification documents is available upon request.
- 2) A certified copy of a birth certificate or a certified birth card for both parties.
Louisiana residents may purchase a birth card for this purpose six days a week in the marriage office.
Non-residents may apply to have this requirement waived Monday-Friday during normal business hours ONLY by a Judge of the First City Court. A valid passport is acceptable as proof of ID and birth (items 1 and 2).
- 3) Applicants must provide both Social Security numbers.
If no number has been issued, that person must sign a statement to that effect and must appear in person. This form is available in the marriage office and on our web-site.
- 4) If either party has been divorced, s/he must provide the date of the final divorce decree. A widow/er must provide the date of death of the former spouse when they apply for a license to marry.

A seventy-two hour waiting period is required by law between the time of issuance of the license and the ceremony. Judges of the First or Second City Courts are authorized by law to waive the waiting period for Louisiana residents and they can do this during their Monday-Friday hours of operation ONLY. Also, if either the bride or groom is from OUT-OF-STATE, the services will occur in Orleans parish AND be performed by a registered Orleans officiant, that officiant can waive this waiting period. The waiver MUST be attached to the completed marriage certificate when it is returned to Vital Records.

Louisiana does not require a pre-marital medical examination or a blood test.

Marriage under the age of eighteen (18) is prohibited by law, except as follows: Applicants over the age of sixteen (16) but less than eighteen (18) must have the signed consent of both parents, or an order from a Judge of Juvenile Court. Females under sixteen (16) will be issued a license ONLY upon the written order of the Juvenile Court Judge.

A marriage license expires and becomes invalid at midnight thirty (30) days after the date of issuance. If the service is postponed, you must turn in the old license and purchase a new one.

You are encouraged to purchase one or more certified copies of your final Marriage Certificate when you apply for your license. Certified copies of a Marriage Certificate cost \$5.00 + a \$.50 mailing charge per transaction.

PRICE OF A LICENSE: \$27.50

(by statute \$12.50 of this fee goes to the Family Violence Trust Fund)

ALL FEES ARE NON-REFUNDABLE.

Revised 8/02/04

APPLICATION FOR ORLEANS PARISH MARRIAGE LICENSE
DHH-OFFICE OF PUBLIC HEALTH, DIVISION OF VITAL RECORDS & HEALTH STATISTICS
PHS 4 REVISED 8/02/04

DATE OF ANTICIPATED MARRIAGE: _____

LAST NAME OF GROOM	GENERATION	FIRST NAME	SECOND OR MIDDLE NAME	
_____	_____	_____	_____	
STREET ADDRESS	APT #/OTHER	CITY	IN LIMIT	ZIP CODE
_____	_____	_____	YES OR NO	_____
PARISH OR COUNTY	STATE//COUNTRY			
_____	_____			
RACE	BIRTH DATE	STATE /COUNTRY OF BIRTH		
_____	_____	_____		
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE	
_____	DEATH DIVORCE ANNULMENT		_____	
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+				
SOCIAL SECURITY NUMBER: _____ IF NONE, ATTACH COMPLETED AND SIGNED <u>STATEMENT OF NO SSN</u>				
FATHER'S LAST NAME, FIRST NAME, MIDDLE STATE OF BIRTH * MOTHER'S MAIDEN NAME, FIRST, MIDDLE STATE OF BIRTH				
_____ * _____				

MAIDEN NAME OF BRIDE	FIRST NAME	SECOND OR MIDDLE NAME		
_____	_____	_____		
STREET ADDRESS	APT #/OTHER	CITY	IN LIMITS	ZIP CODE
_____	_____	_____	YES OR NO	_____
PARISH OR COUNTY	STATE//COUNTRY			
_____	_____			
RACE	BIRTH DATE	STATE /COUNTRY OF BIRTH		
_____	_____	_____		
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE	
_____	DEATH DIVORCE ANNULMENT		_____	
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+				
SOCIAL SECURITY NUMBER: _____ IF NONE, ATTACH COMPLETED AND SIGNED <u>STATEMENT OF NO SSN</u>				
FATHER'S LAST NAME, FIRST NAME, MIDDLE STATE OF BIRTH * MOTHER'S MAIDEN NAME, FIRST, MIDDLE STATE OF BIRTH				
_____ * _____				

State of Louisiana
Parish of Orleans

**STATEMENT OF NO SOCIAL SECURITY NUMBER
TO APPLY FOR A LOUISIANA MARRIAGE LICENSE**

I, _____ (Groom)
and/or

_____ (Bride)

state that I/we have never been issued a Social Security Number, and that this statement is made to comply with R.S. 9:224(A)(6) and R.S. 9:22(B), as they relate to the requirements for issuance of a marriage license.

Signature of Groom

Date

Signature of Bride

Date

Signature of Marriage Clerk

Date Accepted at Marriage Office

Marriage License applicants in Louisiana are required to submit their Social Security Numbers on the Application for Marriage License.

This Statement must be completed and submitted with the Louisiana Marriage License Application in cases where a Social Security Number has not been issued to the Bride and/or the Groom.

MARRIAGE OFFICIANT REGISTRATION AFFADAVIT

STATE OF LOUISIANA, PARISH OF _____

BEFORE ME, the undersigned notary, personally came and appeared

_____, who being first sworn by me deposed and stated:
(Print Officiant's Name)

That he (she) is a priest, minister, rabbi, clerk of the Religious Society of Friends, or any clergyman or any religious sect, who is authorized by the authorities of his religion to perform marriages and officiates principally at

_____,
(Name of church or location)

That he (she) is a resident of _____,
(Street address)

_____, _____, _____,
(City) (State) (Zip code)

And, that he (she) makes this affidavit for the purpose of registering as a person authorized to celebrate marriages in the State and Parish as required by LSA-R.S. 9:202 (1).

Signature of Officiant: _____

Sworn and subscribed before me this _____ day of _____, _____

(Printed Name, then Signature of Notary Public)

My Notary State Registration Number _____ Expires on _____



STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS



David W. Hood
SECRETARY

M.J. "Mike" Foster Jr.
GOVERNOR

Date: July 10, 2003
To: Orleans Parish Marriage Officiant
From: State of Louisiana, Department of Health and Hospitals, Office of Public Health
Vital Records Registry
Marriage License Office

An officiant may not perform a marriage ceremony until seventy-two (72) hours have elapsed since the issuance of the marriage license (R.S. 9:241).

However, a judge or justice of the peace authorized to perform the marriage may waive the 72 hour delay upon application of the parties giving "serious and meritorious reasons". The officiant's "certificate" authorizing the immediate performance of the ceremony must be attached to the marriage license (R.S. 9:242 (A)).

In Orleans Parish, an officiant may waive the 72 hour period for NON-RESIDENT parties upon application of the parties giving "serious and meritorious reasons". (R.S. 9:242 (B)).
(Note that a "non-resident" is a person domiciled or residing in a jurisdiction other than the State of Louisiana).

The Vital Records Registrar suggests that you use the following format, on your letterhead, for the non-resident, 72 hour waiver:

To: Louisiana Vital Records Registrar

Re: Louisiana Marriage License # _____

Application has been made this ____ day of _____, 200__

by _____ and _____,
who are non-residents of Louisiana, to waive the R.S. 9:241 et. seq. delays.

I find that serious and meritorious reasons exist/existed for the immediate performance of the marriage between the above-mentioned parties and, therefore, I have waived the 72 hour requirement and I have performed the ceremony.

Signed this _____ day of _____, 200__ in Orleans Parish.

(Marriage Officiant)

STATE OF LOUISIANA

DECLARATION OF INTENT COVENANT MARRIAGE

We do solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for so long as they both may live. We have chosen each other carefully and disclosed to one another everything which could adversely affect the decision to enter into this marriage. We have received premarital counseling on the nature, purposes and responsibilities of marriage. We have read the Covenant Marriage Act, and we understand that a Covenant Marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marriage counseling.

With full knowledge of what this commitment means, we do hereby declare that our marriage will be bound by Louisiana law on Covenant Marriage and we promise to love, honor and care for one another as husband and wife for the rest of our lives.

(Name of the Bride)

(Name of the Groom)

(Signature of the Bride)

(Signature of the Groom)

(Signature Date)

(Signature Date)

**COVENANT MARRIAGE
AFFIDAVIT AND ATTESTATION**

STATE OF LOUISIANA
PARISH OF _____

BE IT KNOWN THAT on this _____ day of _____, _____, before me, the undersigned notary, personally came and appeared:

_____ and _____
(Insert names of prospective spouse) (Insert names of prospective spouse)

who after being duly sworn by me, deposed and stated that:

Affiants acknowledge that they have received premarital counseling from a priest, minister, rabbi, clerk of the Religious Society of Friends, any clergyman of any religious sect, or a professional marriage counselor, which marriage counseling included:

A discussion of the seriousness of Covenant Marriage:

Communication of the fact that a Covenant Marriage is a commitment for life:

The obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise, and

That the affiants both read the pamphlet entitled "The Covenant Marriage Act" developed and promulgated by the office of the attorney general, which provides a full explanation of a Covenant Marriage, including the obligation to seek marital counseling in times of marital difficulties and the exclusive grounds for legally terminating a Covenant Marriage by divorce after judgment of separation from bed and board.

Signature of Prospective Spouse

Signature of Prospective Spouse

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, _____.

PRINTED NAME, THEN SIGNATURE OF NOTARY PUBLIC

My Notary State Registration Number _____ Expires on _____

ATTESTATION

The undersigned does hereby attest that the affiants did receive counseling from me as to the nature and purpose of marriage, which included a discussion of the seriousness of Covenant Marriage, communication of the fact that a Covenant Marriage is for life, and the obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise.

Counselor

STATE OF LOUISIANA
DECLARATION OF INTENT
COVENANT MARRIAGE
(FOR USE BY COUPLES WHO ARE ALREADY MARRIED)

A COVENANT MARRIAGE

We do solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for so long as they both may live. We understand the nature, purpose, and responsibilities of marriage. We have read the Covenant Marriage Act, and we understand that a Covenant Marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marital counseling.

With full knowledge of what this commitment means, we do hereby declare that our marriage will be bound by Louisiana law on Covenant Marriage and we renew our promise to love, honor, and care for one another as husband and wife for the rest of our lives.

(Name of the Bride)

(Name of the Groom)

(Signature of the Bride)

(Signature of the Groom)

(Signature Date)

(Signature Date)

COVENANT MARRIAGE
AFFIDAVIT AND ATTESTATION
(FOR USE BY COUPLES WHO ARE ALREADY MARRIED)

STATE OF LOUISIANA
PARISH OF _____

BE IT KNOWN THAT on this _____ day of _____, _____, before me the undersigned notary, personally came and appeared:

_____ and _____
(Insert names of prospective spouses) (Insert names of prospective spouses)

who after being duly sworn by me, deposed and stated that:

Affiants acknowledge that they have received counseling from a priest, minister, rabbi, clerk of the Religious Society of Friends, any clergyman of any religious sect, or a professional marriage counselor, which marriage counseling included:

A discussion of the seriousness of Covenant Marriage:

Communication of the fact that a Covenant Marriage is a commitment for life:

The obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise, and

That the affiants both read the pamphlet entitled "The Covenant Marriage Act" developed and promulgated by the office of the attorney general, which provides a full explanation of a Covenant Marriage, including the obligation to seek marital counseling in times of marital difficulties and the exclusive grounds for legally terminating a Covenant Marriage by divorce after judgment of separation from bed and board.

Signature of Prospective Spouse

Signature of Prospective Spouse

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, _____.

(PRINTED NAME, THEN SIGNATURE OF NOTARY PUBLIC)

My Notary State Registration Number _____ Expires on _____.

ATTESTATION

The undersigned does hereby attest that the affiants did receive counseling from me as to the nature and purpose of marriage, which included a discussion of the seriousness of Covenant Marriage, communication of the fact that a Covenant Marriage is for life, and the obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise.

Counselor